

MICHIGAN INDIGENT DEFENSE COMMISSION

Checklist for quarterly reporting:

1. Your **Compliance Plan Program Report (PR)** should be completed online. If you have all of the information, this report should take less than 15 minutes to complete.

<http://obsurvey.com/survey/MIDC-FY19-Compliance-Quarterly-Program-Report>

NOTE: You can NOT start the online report and return to it later, it must be completed once it is started.

Please be familiar with the compliance plan that was approved by the MIDC for your system. Please have the information for the quarterly report as follows, this is the first question you will answer for the online submission:

MIDC FY19 COMPLIANCE QUARTERLY PROGRAM REPORT

Please make sure you have read the INSTRUCTIONS for completing this form and you have all of the necessary information to complete this program report. You will NOT be able to save this form and return to it later. **This report is being completed for the following time frame:** *

- Quarter 1 - Due January 15, 2019 (covering activity between October 1, 2018 - December 31, 2018)
- Quarter 2 - Due April 1, 2019 (covering activity between January 1, 2019 - March 31, 2019)
- Quarter 3 - Due July 1, 2019 (covering activity between April 1, 2019 - June 30, 2019)
- Quarter 4 - Due October 15, 2019 (covering activity between July 1, 2019 - September 30, 2019)

Use this checklist to make sure you have the necessary information to complete the online report:

- ✓ The online program report should be completed by each contracting agency. You will find your system, organized by **MIDC region**:
 - Western Michigan
Allegan, Barry, Berrien, Branch, Calhoun, Cass, Ionia, Kalamazoo, Kent, Montcalm, Muskegon, Ottawa, St. Joseph, Van Buren
 - Lapeer, Macomb, Oakland, St. Clair Counties

- Mid Michigan
Alcona, Alpena, Arenac, Bay, Clare, Gladwin, Huron, Iosco, Isabella, Lake, Mason, Mecosta, Midland, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Roscommon, Saginaw, Sanilac, Tuscola
 - Wayne County
 - South Central Michigan
Clinton, Eaton, Genesee, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee, Washtenaw
 - Northern Michigan
Alger, Antrim, Baraga, Benzie, Charlevoix, Cheboygan, Chippewa, Crawford, Delta, Dickinson, Emmet, Gogebic, Grand Traverse, Houghton, Iron, Kalkaska, Keweenaw, Leelanau, Luce, Mackinac, Manistee, Marquette, Menominee, Missaukee, Ontonagon, Otsego, Presque Isle, Schoolcraft, Wexford
- ✓ You will need to submit **a list of all attorneys accepting assignments in your system** and include assignments and payments to each attorney. Please include all attorneys eligible for assignments in the system, even if that attorney did not actually receive any assignments during the reporting period. A sample excel spreadsheet is available from the MIDC, to capture the following information:
Further compliance reporting instructions are attached and available on the MIDC’s website, <https://michiganidc.gov/grants/>

C. Assigned Attorney Caseload

**Please attach table in the indicated format as necessary*

Attorney Name	P Number	Number of New Assignments in Reporting Period	Total Payments to Attorney in Reporting Period
Zadie Williams	88562	7	\$3465
Ikraam Ahmed	88462	5	\$2650
Jane Smith	56981	2	\$910
Sheila O'Connor	79412	0	0

- ✓ Other caseload information required:
- Total number of new adult cases filed in the reporting period for **both the circuit AND district court(s)**.
 - Of those filings, how many were handled by an assigned attorney (post arraignment)

Compliance questions:

- ✓ Standard 1 – Training and Education
 - Please indicate (if known) whether attorneys attended any training sessions during the reporting period
- ✓ Standard 2 – Initial Interviews
 - Please verify initial interviews are occurring within 3 business days as described in your compliance plan, or reasons for variation.
 - Please complete the questions relating to confidential space in the courthouse and holding facilities.
- ✓ Standard 3 – Experts and Investigators
 - Please explain whether experts and investigators are being requested and granted as described in your compliance plan
 - Please provide the number of cases where experts and/or investigators were used during the compliance plan (if any).
- ✓ Standard 4 – Counsel at first appearance
 - You will be prompted to answer the question whether counsel at first appearance is provided in 100% of cases
 - You will also need to complete the following table for all courts in your plan (CIRCUIT and DISTRICT). Please submit answers for circuit and district court separately.

A. Counsel at First Appearance

	# Retained	# Appointed	# Waived	Counsel Absent	Total
Arraignments	36	162	2	0	200

2. You will need to complete the **Financial Status Report (FSR)** in the Microsoft Excel format attached **and certify that you have set up the 260 fund.**
3. If you have any **budget adjustments**, please complete the appropriate tab on the Microsoft Excel form.
 - ✓ The FSR and budget adjustment (if any) should be e-mailed to info@michiganidc.gov after you complete the submission of the online program report. Please include your system in the subject line of the e-mail.

4. Please provide an **estimated budget for FY20**.

The final question in the online survey asks you to provide a dollar figure as an estimate for your **TOTAL SYSTEM COST** for the next fiscal year.

As you begin implementation of your first annual MIDC Plan, there are a few dates and timelines we need you to keep in mind throughout the year. First, LARA has not yet approved the next set of MIDC Standards, 5-8. Once LARA approves the Standards, the MIDC Act requires local systems to submit a new plan encompassing Standards 1-8 within 180 days.

Because of the delayed timeline in having Standards 5-8 approved by LARA, these Standards will not become mandatory until 2021.

However, the state appropriations cycle for FY 2020 begins to ramp up by February 2019 and the MIDC must request funding on an annual basis to pay for all local system changes related to the MIDC Standards. Now that year one has started, we have a baseline understanding of what resources are needed to fund MIDC Standards 1-4, as well as those systems that optionally included changes related to Standards 5-8. But, we also know that some requested amounts were one-time costs (i.e. construction, purchasing of equipment, etc.) and some plans need adjusting. In order to make sure enough money is available to support the local defense systems, this year we will only need a new budget for FY 2020.

To make sure that all of your local indigent defense needs are funded, we must have an estimate budget from you for FY 2020 with the first quarterly report. This budget must include your plan to meet Standards 1-4, but can also include additional changes to meet Standards 5-8. You can simply use the plan and budget that you are implementing now. Or, if you want to change anything about your current budget (i.e. request additional staff, increase line items for supplies, etc.), this will be your opportunity to do so. Please contact your Regional Manager for further instructions.